



# POLICY AND PROCEDURE

---

|               |                                                           |
|---------------|-----------------------------------------------------------|
| <b>TITLE:</b> | <b>Transfer Credit – Traditional, Academic Coursework</b> |
|---------------|-----------------------------------------------------------|

## **POLICY STATEMENT:**

Goodwin University recognizes the University level learning students may have earned previous to enrolling at Goodwin. This learning is evaluated by the University and may be used to satisfy graduation requirements for the University's academic program offerings. Students who have completed course work at other institutions are advised to request an evaluation of their official transcript.

Collegiate credit may be granted for courses successfully completed at other institutions in accordance with the following standards:

1. Credit must have been awarded at a degree granting institution that is accredited by a Council for Higher Education (CHEA) and/or U.S. Department of Education (USDE) approved accreditor.
2. Credit must have been earned in a collegiate level course.
3. Only courses completed with grades of "C" or higher may be eligible for transfer.
4. Credit must be recorded on an official transcript from the institution that awarded the credit.
5. Credit will only be evaluated and awarded for current students.
6. Once a student is matriculated at Goodwin University, no additional credits earned at other institutions will be transferred.
7. Credits awarded are given the grade of TR and are not included in the calculation of the GPA. These credits will count as credits attempted and as credits earned in determining satisfactory academic progress.
8. Students must still meet all residency requirements to be eligible for graduation.

The University reserves the right to apply age limits to specific courses, which may impact their transferability.

## **PROCEDURE DETAILS:**

A member of the Registrar's Transfer team:

1. Gets the transcripts from Admissions, Parchment, and regular mail, daily
2. Uploads transcripts to the student's records in Colleague and checks all appropriate boxes pertaining to receipt of transcript, graduation date (if any), and degree awarded (if any).
3. Evaluates transcripts for all active students in Colleague. This includes
  - a. Highlighting courses with a grade of 'C' or better
  - b. Researching institution accreditation
  - c. Verifying the academic credits used by the institution (quarter vs semester hour)
4. Enters transfer credit into Colleague on the student's record
  - i. a. Substitution credit may be granted for electives that are closely aligned with the course objectives for Goodwin courses but are not directly equivalent. The Registrar's Office works in conjunction with the Department Chair or Program/Curriculum Director responsible for the content area in question. The Registrar's Office is responsible for filling out and distributing the appropriate

- ii. substitution forms, which once signed by Program Directors, are uploaded to the student's record in Colleague and documented on the students' degree audit.
- 4. Creates equivalency records in Colleague and transfer evaluation system (TES) for future use
  - a. If there is not a direct equivalent but the student's work is clearly University level and is related to course content offered at Goodwin, then the Registrar's Office upon conferring with the Department Chair or Program/Curriculum Director, may enter a generic content elective (i.e. 1XX, 2XX, 3XX, 4XX). -
- 5. Determines the student's program of study and updates the degree audit.
  - a. If a student wants to appeal the results of the transfer evaluation, an advisor will direct the student to a member of the transfer team. If the issue is not resolved, the student may submit a written appeal to the Registrar.

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

☒ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

**DEFINITIONS:**

Academic Coursework – formal learning completed in a university setting that results in the award of University credit.

Experiential Credit – credit that may be awarded for learning acquired in the military, standardized examinations, or through professional, volunteer and other life experiences is covered in a separate policy on experiential learning.

**EXCLUSIONS:**

Some course areas are not transferred by the institution. Currently, the following exclusions exist:

- ☐ NUR (NUR) courses (select BSN courses may transfer through substitution with Program Director approval).
- ☐ Respiratory Care (RSP) courses
- ☐ Occupational Therapy Assistant (OTA) courses
- ☐ Dental Hygiene (DPH) courses (*see below*)
- ☐ Phlebotomy (PHLB) courses
- ☐ Internships/Externships
- ☐ Funeral Service
- ☐ Medical Assisting
- ☐ Capstone courses
- 1. Some degree programs require a higher passing grade than a "C" to satisfy specific course requirements. While the "C" level course will transfer in, students should consult with their Academic Advisor to ensure that transferable courses satisfy degree requirements.
- 2. Credits earned at international institutions may be considered for transfer.
- 3. Experiential credit may be earned and applied towards graduation requirements. Refer to the Experiential Credit policy for additional information.
- 4. Residency requirement: All students are required to take a minimum of 25% of all coursework toward a credential at Goodwin University. The last 12 credits posted to a student's transcript must be taken at Goodwin University.
- 5. Credits earned at the graduate level will not be transferred onto a student's undergraduate transcript.
- 6. Students may transfer in credits earned at other schools after matriculation at Goodwin if:
  - a. The student had a year of separation from Goodwin during which the other credits were earned before returning to Goodwin
  - b. With approval from the Academic Review Committee

2018/2019 Exclusion Only

**Dental Hygiene Courses**

- 7. Lincoln University of New England (LCNE) students who were enrolled in the spring 2018, summer 2018 or fall 2018 semester were eligible to transfer to Goodwin University with advanced standing with special

approval from the Commission on Dental Accreditation (CODA). This approval allowed LCNE Dental Hygiene students to continue on a path towards graduation that was applicable to Goodwin University's curriculum. All coursed that LCNE accepted in transfer and/or taken at LCNE and passed with a D- or better were accepted as transfer credit and applied to the student's Goodwin University transcript.

All other Lincoln University Students

8. Goodwin University's transfer policy applied if transfer credit was awarded to the student's Goodwin University transcript as needed and applied to the student's degree audit in the program the student enrolled in at Goodwin University.

### **OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Admissions/Applicant Advising

Registrar

Office of Institutional Effectiveness

VP Academic Affairs

Program Directors and Department Chairs

### **HISTORY:**

Created June 2008

Revised 2013

Reviewed 2014, 2015, February 2016, 2017, 2019

Updated with new logo / University January 2020

Revised July 2025

|                                       |           |
|---------------------------------------|-----------|
| <b>EFFECTIVE DATE:</b>                | June 2008 |
| <b>RESPONSIBLE OFFICE (ONLY ONE):</b> | Registrar |
| <b>REVIEW DATE:</b>                   | Annually  |